

MoMA PS1 JOB DESCRIPTION

Title:	Staff Accountant
Status:	Full-time, Exempt
Reports to:	Financial Manager
Date:	July 2017

Summary

The Staff Accountant at MoMA PS1 is responsible for executing accounting responsibilities, implementing financial and administrative policies and procedures, and working collaboratively with staff at both MoMA PS1 staff and The Museum of Modern Art. The Staff Accountant performs accounting, accounts payable/receivable, banking/cash management, and other administrative duties, in a dynamic and fast-paced environment with overlapping and changing priorities and deadlines. Ability to work Saturdays during the summer months.

Supervision

The Staff Accountant reports to the Financial Manager, and additionally takes direction from the Chief Operating Officer and Assistant Director of Administration, and works in coordination with The Museum of Modern Art's Accounting Department.

Responsibilities

Accounting

1. Prepares and post journal entries, and other adjusting entries, and performs monthly closing
2. Reviews and analyzes accounts, and performs other analyses as required
3. Performs monthly bank and balance sheet account reconciliations
4. Performs all statutory reporting, including monthly sales tax filing, benefits reporting, and Departments of Cultural Affairs reporting
5. In conjunction with the Financial Manager, helps prepare internal financial reports
6. Assists with year-end audit, including preparing schedules and supplying auditors with necessary documents and information
7. Processes biweekly payroll, including ensuring timely and accurate submission of timesheets, calculating overtime and special pay (i.e., holiday, time and half, sick, vacation)
8. Provide accounting assistance on HR and payroll functions as needed and directed

Accounts Payable/Receivable

1. Processes all invoices in prioritized and timely manner, including obtaining department approval, entering and submitting vouchers, printing and sending checks, scheduling payments via wire transfer or ACH, setting up new vendors, obtaining W9 or W8 forms, and communicating with vendors regarding open payables

2. Maintains and updates daily payable reports and reconciliations, including ensuring correct accounts and departments are charged and correcting any errors with journal vouchers
3. Manages and tracks invoicing for all accounts receivable, including monthly billing for restaurant, retail store, MoMA PS1 Plus membership, as well as billing for special event space rental, other income, and other balances due
4. In conjunction with the Financial Manager performs year-end 1099 and 1042 reporting

Banking and Cash Management

1. Counts admissions, special events, and contributions revenue and makes cash deposits to bank on a weekly basis
2. Ensures adequate change in Visitor Engagement Department's vault and replenishes small denominations
3. Review and reconciles Visitor Engagement admissions reports
4. Manages cash for programming for MoMA PS1's signature events, including establishing start up fund, managing cash, ensuring sufficient change throughout the day of the event, counting and securing cash at the end of the day, coordinating armored guard services, and reporting credit card sales
5. Monitors and reports on daily cash position and outstanding checks, and initiates fund transfers as needed

Other Administration

1. Manages and ensures adherence to calendar of finance, accounting, HR, and other administrative deadlines
2. Maintains all Finance Department documents and files, including managing database and scheduling Iron Mountain pickup and storage
3. Administers corporate credit cards, including monthly reconciliations, new card requests, card limits, closed accounts, lost cards, and fraudulent activity
4. Completes business forms, including credit applications, tax exempt forms, and resale certificates
5. Other duties and special projects reasonably related to all of the above listed areas and as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Bachelor's degree in Finance or Accounting with related work experience
2. Three to four years of professional experience in progressively responsible roles in accounting and finance, ideally in museums or other cultural/nonprofit organizations.

3. Demonstrated ability to effectively prioritize and manage time, juggle multiple duties and tasks, and meet deadlines in fast-paced environment
4. Extensive knowledge and proficiency with accounting software and administrative systems (e.g., PeopleSoft ,ADP, HRIS)
5. Exceptional organizational ability, analytical skills, and attention to detail
6. Excellent judgment and discretion in handling confidential and sensitive information
7. Ability to communicate effectively to different audiences such as staff, senior leadership and department heads
8. Demonstrated ability to work independently, be proactive, and take initiative with minimal direction and guidance, balanced with skill in executing plans and tasks with precise and nuanced instructions.
9. Demonstrated interest in and working knowledge of museums or the arts/cultural organizations in a contemporary art setting
10. Superior skills in Excel, and advanced skills in other Microsoft Office suite, Word, Powerpoint, and Google apps
11. Familiarity with ACME and Salesforce software is also preferred

MoMA PS1 is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

Please send your resume and cover letter to employment_ps1@moma.org and include "Staff Accountant" in the subject line. For more information about MoMA PS1, please visit www.MoMAPS1.org.

Please be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions. Thank you for your interest in employment opportunities at MoMA PS1.